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The

# BOTTOM LINE

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## Meet Your Manpower Analysts Who We Are And What We Do

by Ms. Martha Calomese

**T**here are three manpower management analysts in the HECSA Resource Management Office, Manpower and Management Analysis Branch (CEHEC-RM-M) that provide operational manpower support to the Headquarters, HECSA, 249<sup>th</sup> Engineer Battalion and the Prime Power School.



Mr. Tom Phelps, 761-7042, is located in the GAO Building. He supports the Executive Office and CECC. He also serves as liaison between the Deputy Chief of Staff, Support and HECSA.  
Tom.A.Phelps@usace.army.mil



Ms. Martha Calomese, 428-7419 is located in the Kingman Building. She supports CESO, CEE0, CEIG, CEPA, CESB, CEHO, CERM, CELD, CEHR, CERD, CECW, CERE, and CECI.  
Martha.R.Calomese@usace.army.mil



Ms. Patti Vargo, 428-7409, is located in the Kingman Building. She supports CEMP, HECSA, and 249<sup>th</sup> Engineer Battalion (Aug)/Prime Power School (PPS).  
Patricia.A.Vargo.@usace.army.mil

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CEHEC-RM-M is responsible for the day-to-day operations of the Manpower Management Document (MMD) with input from the directorates and separate offices and any additional requests to the MMD that requires Chief of Staff approval. The MMD is an internal HQUSACE document that identifies manpower resources in detail. Directorates and separate offices receive a monthly hard copy of the MMD for daily manpower planning purposes.

The analysts also update five Tables of Distributions and Allowances (TDAs), coordinate with CERM-M for the annual update of the Program Objective Memorandum (POM), and Civil Force Configuration (FORCON). In addition, they prepare HQUSACE, HECSA, and 249<sup>th</sup> Engr Bn (Aug)/PPS utilization plans in accordance with guidance from CERM-M, and review all Request for Personnel Actions (RPA) submitted through this office. All requests to establish a new organization or to restructure an organization are forwarded through CEHEC-RM-M and the Deputy Chief of Staff, Support for decision by the Chief of Staff.

They ask that you e-mail or call if they can be of additional assistance to your staff.



## **What is the Process for Advanced Annual Leave and Advanced Sick Leave?**

by Ms. Diana Boyd

**A**dvanced Annual and or Sick Leave  
(DOD Financial Management Regulation, Volume 8, Chapter 5)

### **Note:**

**You can only be advanced the amount of annual leave you would earn through the leave year.**

**You can only be advanced up to 30 days (240 hours) of sick leave or equivalent for uncommon tours of duty. Request should be submitted before the pay period in which advanced leave is to be used.**

- ◆ Employee should submit the request in writing to the supervisor, stating the type of advance leave, the number of hours needed, timeframe and justification for the request.
- ◆ If the supervisor feels there's reasonable assurance, the employee will be in a duty status long enough to earn the advanced leave, advance leave may be approved.
- ◆ When approved, the supervisor will give the Customer Service Representative (CSR) a signed memo stating the type of advanced leave, the employee's

name, SSN, number of hours needed, timeframe, and justification for the request.

- ◆ When received by the CSR, the information will be entered in the DFAS-DENVER payroll system.
- ◆ The employee would record the time on their timesheet as advanced annual and/or advanced sick leave.
- ◆ The timekeeper will record the advanced annual as LB and advanced sick leave as LG in CEFMS.

**HQ CSR- Mr. Warren Hill, 761-0354  
Ms. Juanita Harmon 761-0377**

**HECSA & 249<sup>th</sup> CSR- Ms. Tammy Banks, 703-428-7165**

## **The Key to Controlling Your Pay**

**by Ms. Debra Jones Flowers**

### ***myPay puts you in control***

**myPay**, formerly E/MSS, offers faster enhanced services, security, accessibility, and reliability to all customers of DFAS worldwide.



With myPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Purchase U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

Features may vary by Armed Service and status.

### ***myPay is secure***

myPay combines strong encryption and secure socket layer (SSL) technology with your social security number (SSN) and personal identification number (PIN) to safeguard your information from any unauthorized access.

### ***Start using myPay now***

Use your existing E/MSS PIN to log on at <http://www.dfas.mil/mypay/>

### ***Need a new PIN?***

Civilians, active Air Force and Marine Corps, all Reservists, and military retirees receive PINs by mail. If you need a new PIN, just click "need new PIN." Log on once you receive your PIN in the mail.

Active Army and Navy may request PINs by faxing name, social security number, phone number, signature, and copy of a government ID to DFAS at 216-522-5800. Then, log on following the instructions provided.

## *myPay is easier than ever*

myPay's new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone. With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should.

## *Why use myPay?*

As a DoD employee, military member, retired service member, or annuitant you will have unprecedented control over your pay account. You'll have immediate access to your information and can change your pay preferences online. You will save time. Your service will save money.

## *How safe is myPay?*

The unique combination of a SSN, PIN, and a DoD-specific telephone number needed to access myPay ensures a secure environment.



## *Can the PIN be changed?*

Yes, you can change your PIN online in myPay. To change your PIN, select the "Change PIN" option from the main menu.



## *Is assistance available?*

Yes, help is always available for myPay online. You can also call customer support at 1 800-390-2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern for assistance.

For assistance, call customer support at 1- 800- 390-2348, Monday - Friday between 7 a.m. and 7:30 p.m. Eastern.

<http://www.dfas.mil>  
email: [askdfas@dfas.mil](mailto:askdfas@dfas.mil)

Produced by the Corporate  
Communications Directorate  
Defense Finance and Accounting  
Service, (DFAS, Your Financial  
Partner@Work)

As a reminder, the Customer Service Representatives (CSRs) cannot obtain information for you from myPay. It is just that, "myPay," and no one other than **YOU** should have access to your account. Also, we received numerous requests for 2001 tax statements (W2s) that were never



received or were later received (mail delays post 9-11) by employees. Tax statements are available using myPay and are the same statements mailed directly from DFAS. It takes less time and effort for you to print your statements from myPay than to request a duplicate from DFAS or to write to your Congressman. This service allows the DFAS pay technicians to concentrate on more genuine pay problems, such as no pay, or incorrect pay. Prior to the CSRs requesting duplicate W2s, they will ask if you attempted to print them from myPay.

## **Joint Unliquidated Obligation Validity Review Training**

by Linda Morris

**B**ecause of the recent focus on unliquidated obligations, it has become apparent that Joint Unliquidated Obligation Validity Review training would be beneficial to the overall success of

completing a 100% review. The HECSA Resource Management Office in partner with the HECSA Contracting Office has created Joint Unliquidated Obligation Validity Review training. The plan is to schedule the training around the same timeframe of the Joint Unliquidated Obligation Validity Review. The first training session will be available to all

CEFMS Responsible Employees and other interested persons sometime in March.

The Joint Unliquidated Obligation Validity Review is an ongoing process that if used properly assures us that our financial resources are being utilized in the most efficient manner. The overall purpose is to achieve optimal fund utilization by ensuring that all documents have been correctly recorded. An effective review may result in freeing up resources that can be reprogrammed, solve fund shortages, or uncover other serious problems or deficiencies.

USC Title 31 requires that all government agencies establish controls to ensure an adequate review of obligated balances is conducted to support the certification that is required by law at the end of each fiscal year. The Joint Unliquidated Obligation Validity Review is the mechanism used by DOD to ensure that we are acting in accordance with the law. The HECSA

Finance and Accounting Branch along with the CEFMS Responsible Employee review documents tri-annually as required by DFAS-IN Regulation 37-1, chapter 27.

DFAS-IN Regulation 37-1, chapter 27 requires a formal joint review and

reconciliation of unliquidated obligations. It specifically states the Supporting Finance and Accounting Office and those with funds control responsibilities will conduct a joint review. In the CEFMS environment the individual with funds control responsibility is the CEFMS Responsible Employee. A recent change in the CEFMS "roles" requires the



responsible Contracting Office to process the deobligation of any obligations generated through the Standard Procurement System (SPS).

A completed joint review should ensure that all known commitments, obligations, accounts payable, and accounts receivable are correct and valid. The joint review should be performed in three phases through out the fiscal year.

♦ **Phase I – Completed by January 31<sup>st</sup>**

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

Focus on canceling appropriations, documents funded with expired appropriations canceling at the end of the current fiscal year, aged transactions and current year obligations funded for significant dollar amounts.

♦ **Phase II – Completed by March 31<sup>st</sup>**

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Review obligations funded with expired appropriations, follow up on Phase I outstanding actions and verify the unexpired year (current year) obligated amounts, especially significant dollar amounts and aged transactions.

♦ **Phase III – Completed by September 30<sup>th</sup>**

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Review all unexpired year unliquidated obligations. Adjust all orders, obligations, commitments, etc., to ensure that all unliquidated document amounts are correct. Follow up on Phase I and II actions to ensure that all corrective actions have been completed.



All corrective actions and disbursements affecting canceling appropriations must be completed by 30 September. By the end of Phase I all documents funded with appropriations canceling as of 1 October of the following fiscal year should be reviewed. All known reconciliation issues should be resolved so that by the end of Phase II the only open documents remaining would be those awaiting disbursement actions. If there are any unresolved problems, supporting documentation should be sent to the HECSA Finance and Accounting Branch describing the problem and resolution. Any remaining balances will be deobligated on 30 September and the document as well as the funds are cancelled. If an invoice or bill is received after that date it will be paid from the current year appropriation.

A schedule of when and where the training will be held will be sent out under separate notification. If you have any questions or particular concerns you would like to see addressed in the training, please contact Linda Morris at 703-428-6122.

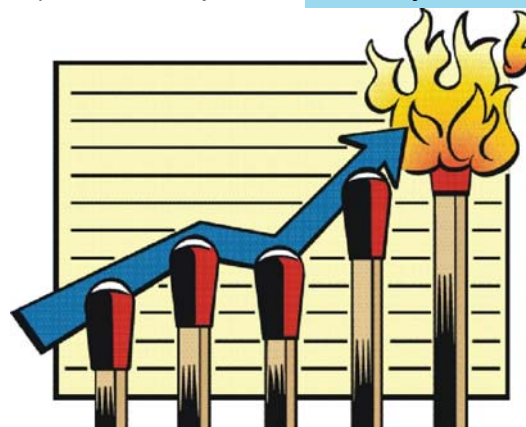
## **Manpower Utilization Reporting**

**by Ms. Martha Calomese**

**T**he manpower utilization system measures actual manpower usage against allocated manpower resources. In order to establish a baseline for the year, the



Manpower & Management Analysis Branch (CEHEC-RM-M) prepares the HQUSACE, HECSA, and 249<sup>th</sup> Engineer Battalion (Augmentation)/Prime Power School monthly utilization plans in accordance with guidance from Manpower & Force Analysis Division (CERM-M). There are two plans: the Civilian Employment Plan (CEP) which presents a projected monthly full time equivalent (FTE) executive plan for military funded



civilians, while the Civil Work –Year Usage Plan (CWUP) gives the monthly execution estimates for civil-funded civilians. The CEP and CWUP consider historical utilization trends and new and anticipated programs. The plans are submitted during the first quarter of the fiscal year and can be revised at mid-year if warranted by critical situations such as a change in programs, hiring delays, or funding shortfalls. Actual utilization is measured against the utilization plan to determine if manpower resources are being used according to plan.

The Corps of Engineers Financial Management System (CEFMS) Manpower Utilization Reporting System provides a monthly breakdown of military/civil execution. The reports are the military/civil funded FTE usage reports, military funded strength report, military/civil funded customer report and civil 113G

execution report. These reports are monitored monthly for end strength (E/S) and FTE execution trends.

HQDA measures USACE by on-board strength reflected in the Modern Defense Civilian Personnel Data System and have historically allowed a 30 September variation of no more than 2% from Program Budget Guidance (PBG) authorizations.

### **Continuous under execution places the command at risk of losing resources.**

Bottomline ...at the end of the fiscal year the utilization plans are matched against on-board strength and against Program Budget Guidance (PBG) authorizations as well as FTE to measure execution of resources.

References used for this article are HECSA OM 10-1-1, OM 570-1-2 and CERM-M Manpower Utilization Briefing.

## **Just the “FAQs” Please – Tips for Temporary Duty (TDY) Travel**

**by Chris Mullen and Mindy Cropp**

**A**s a support activity, HECSA is always looking for new ways to share information with our customers. Whereas, we have a forum for notifying Travel Approving Officials (TAOs) of changes to travel entitlements, this FAQ will be another way of reaching a broader audience. Our intention is to educate our travel community prior to traveling to avoid

potential misconceptions regarding travel entitlements. Since this space will be dedicated to travel FAQs, we would appreciate your input. Comments/questions should be emailed to [chris.m.mullen@usace.army.mil](mailto:chris.m.mullen@usace.army.mil). Every attempt will be made to research questions received, with answers provided in future articles.

**Q:** I was TDY just last week and noticed a new \$5 daily charge on my rental car contract that I had never seen before. Is this charge reimbursable on my TDY voucher?

**A:** On 1 October 2002, the new U.S. Government Car Rental Agreement went into effect. There is a “new” \$5 per day standard fee which will be included as part of your rental agreement. The additional fee should be itemized on your bill as a Government Administrative Rate Supplement (GARS) and included in the total rental charge. Yes, it is a reimbursable expense.

**Q:** When I go TDY, I would rather have a “paper ticket” than the new “E-Ticket” the airlines tell me I need to be using. Do I have an option, and if I decide to get the paper ticket for my own personal convenience will I be reimbursed for the additional fee?





**A:** Effective 26 September 2002, the authorizing/order-issuing official can authorize/approve the additional cost of paper tickets when electronic tickets (E-Ticket) are available; however, it should be necessary to meet Government requirements (i.e., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). If the paper ticket is sought for personal convenience, it is the financial responsibility of the traveler, and is not reimbursable.

**Q:** My job requires me to travel quite a bit. I have found that some hotels exempt the Government from paying lodging taxes in their particular state, but some do not. How can I find out which ones do, which ones don't, and what about this "tax exemption" form they keep telling me about? I know I get reimbursed on my TDY voucher for the taxes, but it would be nice to save our taxpayers some money, actually a lot of money!

**A:** You're absolutely right about some hotels waiving the lodging tax, but some don't. It depends on the state where travel is performed. To find out which states participate, and for tax exemption forms, go to the following Internet web site: <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/sttaxexemp.shtml> And yes, you do get reimbursed for the taxes.

**Q:** I am a new employee with the Corps of Engineers, and recently went TDY. After returning from my trip, I was preparing my travel voucher in CEFMS, and noticed there was an option called "Split Disbursement" on the travel screen. What is split disbursement and is it a benefit to me?



**A:** The Split Disbursement requires the traveler to designate a specific dollar amount to be paid directly to the Bank of America for charges incurred on your Government travel card. It reduces/eliminates the amount a traveler owes the credit card company when a bill becomes due, it

may eliminate the need for the traveler to write a personal check to the credit card company after receipt of their travel settlement, and it also provides quicker payment with a reduction or elimination of past due accounts.

**Q:** When I go TDY, I prefer to call home to let my family know I have arrived safely. Am I entitled to be reimbursed for this type of expense? If so, how much?

**A:** Yes, you are entitled to reimbursement for telephone calls (i.e., notification of safe arrival, changes to travel schedule, important family issues, etc.). While travelers are always encouraged to exercise prudence in this area, final

determination for authorizing the amount to be reimbursed lies with the TAO, IAW locally established policies. If you are uncertain as to what the policy is regarding reimbursement, discuss it with your TAO before departing.

## **Refunds and Responsible Employees!**

**by Tom McQuillen**

**I**'ll bet you didn't know that one of your many chores as a CEFMS Work Item Responsible Employee (RE) is to make a determination as to what to do with refunds that come in on the government orders you have sent out! When these refunds come in, as they often do, it is time to get on the horn (phone) with the performing activity to find out what it intended when it took action(s) that created a return of dollars to you.

Many times we have seen situations where the performing activity was doing "accrual accounting" on orders you sent, which means that it was creating an accounts payable transaction on an obligation document it had in turn created with the funds you had authorized it to use. These accruals are estimates of the amounts that say, a contractor had earned up to a certain date, but had not yet rendered an invoice. When these accruals are posted to most accounting systems, a bill will automatically be generated to the ordering activity (a bill to pay on your government order!) When an

invoice does arrive from the contractor, the performing activity must usually reverse the accrual it had booked before it can enter the actual invoice for payment. If the invoice is less than the amount that had previously been accrued, and a new accrual is not entered to make up the difference, then that reimbursable order may have "negative cost" at the end of a given month. When this happens, many times, and especially with CEFMS, a refund will automatically generate, and in some systems, a check, or an electronic funds transfer type of payment will be sent to the ordering activity (perhaps you!) This used to take place monthly in CEFMS, but CEFMS has now been programmed to not allow this to happen, except at the end of the fiscal year.



When these customer orders refunds occur, you need to find out whether you must re-obligate the funds to the government order, or whether you can leave the funds on the work item, to use for other work. We

encounter situations daily, and it seems many times on some days, where there are not enough funds left on your government order to pay the performing activity's bill(s). The above explanation is usually the reason, and is why you need to contact the performing activity. Of course, it could also be that the performing activity is actually done executing your work, and is purposefully sending you a refund of amounts that had previously been accrued, because their estimated accrual was in excess of the amount that was invoiced (in the above example), by the contractor.

If the performing activity still needs these monies that were refunded, you need to find out whether its reimbursable (customer order in CEFMS) order was updated, and the amount reduced, on its books. If so, then the amendment you must input into CEFMS should be transmitted to that performing activity. If the books were not updated, which can happen, then you must not send the amendment, and just execute it “on our side” to make our government order match the customer order. More to come on this!

## *Quipster's Corner*

Did you ever notice: If you put the two words “THE” and “IRS” together it spells “THEIRS”?



## **Helpful Web Sites**

### **DFAS**

<http://www.dfas.mil>

### **Office of the Assistant Secretary of the Army for Financial Management and Comptroller**

<http://www.asafm.army.mil>

### **Garnishments**

<http://www.dfas.mil/money/garnish>

### **Travel Policy and Procedures**

<http://www.dtic.mil/perdiem/trvlregs.html>

### **JTR & JFTR Joint Travel Regulation and Joint Federal Travel Regulation**

<http://www.dtic.mil/perdiem/>

### **Per Diem Rates – Query**

<http://www.dtic.mil/perdiem/pdrates.html>

### **Defense Travel Systems (DTS)**

<http://www.dtic.mil/travelink/>

### **USACE Finance Center**

<http://www.fc.usace.army.mil/>

### **Comptroller General Decisions**

<http://www.gao.gov/decisions/decision.htm>

### **GSA Home Page**

<http://www.gsa.gov/>

### **GSA Value Lodging**

<http://www.gsa.gov/>  
click on services/travel/lodging/GSA value lodging

### **HECSA Resource Management Office**

<http://www.hecsa.usace.army.mil/hecsarmm.htm>

### **GSA City Pairs Search**

<http://www.gsa.gov/>  
click on services/travel/city pair program

### **GSA Federal Travel Regulation**

<http://www.gsa.gov/>  
click on services/travel/federal travel regulation

### **Social Security Administration**

<http://www.ssa.gov/>

### **TSP**

<http://www.tsp.gov/>

